



ADMISSIONS POLICY

Date: Jan-21

Review Date: Jan-22

ADMISSION PROCEDURE

The main intake of pupils is the September after their third birthday.

Registration procedure

A registration form is available on the School website, <https://www.sarumhallschool.co.uk/registration/>, or can be requested from the office. This should be returned to the school as soon as possible with a non-refundable deposit of £100. After registration, parents are invited to visit the school and have a personal meeting with the Headmistress. This happens between October and March, two years before entry.

Initial meeting with the Headmistress

During the initial meeting with the Headmistress, parents have the opportunity to view the school during the working day and discuss any aspects of the school. After this visit parents are asked to write confirming their continued interest in a place for their daughter.

Assessment

Girls entering the school at the age of three are not assessed.

Please note that during the Covid-19 pandemic, the meetings between prospective parents and the Headmistress are conducted via Zoom with a virtual tour being presented, in order to adhere to our stringent risk assessments.

Criteria for offering a place

The school has a policy of accepting sisters. Nursery places are allocated to sisters who are registered in the first instance. From Reception to Year 6, sisters are offered a place, subject to assessment, should a vacancy arise.

Priority is also given to:

- Daughters and grand-daughters of Sarum Hall old girls
- Daughters of staff and Governors of Sarum Hall

The remaining places are balloted.

Offering of Places

Places are offered fifteen months before entry. Due to demand it is not possible to defer places.

No girl is refused entry because of her or her parents' race, religion or other protected characteristics.



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Deposit

A deposit of a term's fees is required to secure a place.

This is payable in two stages:

- 50% on acceptance of the place
- The balance of 50% is due seven months before entry.

The amount of both deposits is refunded with the pupil's final account.

Casual Vacancies

Vacancies for Reception to Year 6 classes do occur occasionally. Girls are assessed in English and Mathematics whilst attending a Taster Day with their relevant year group. Reports from previous schools are requested. Please ring the office for information about availability.

Fees and Bursaries

A list of current fees and optional extras is available from the School Office or on the website. Each term's fees are payable in advance. Payment is due on or before the first day of term. Interest will be charged on accounts overdue on the first day of the month following the start of term. The school reserves the right to suspend the attendance of any pupil if the current term's account has not been paid by half term.

There is a Bursary Fund from which a limited number of bursaries are awarded to pupils in cases of hardship. Particulars can be obtained from the Bursar.

Notice of Withdrawal

A full term's notice in writing to the Headmistress must be given before a pupil is removed; failing such notice the following term's fees will be payable. Please note that two term's notice is required in the first and final year; Nursery and Year 6.

Notice to discontinue an extra subject must be given in writing before half term. An extra subject can terminate only at the end of term and if insufficient notice is given a term's fee will be payable.

Absence

No reduction in fees is made for absence through illness or other causes, but a scheme of school fees insurance is available; particulars may be obtained from the Bursar.

Open Day

Our annual open day is held on a Saturday morning. All current parents and pupils attend. Prospective parents are very welcome.



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Terms & Conditions

Please contact the Admissions Secretary for full details of our Parent Contract Terms & Conditions.

Linked guidance, policies and procedures:

[Keeping Children Safe in Education \(KCSIE\) statutory guidance](#)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Relevant school policies:

[Keeping Children Safe in Education, Child protection Policy and Code of Conduct.](#)